

# **Your Guide to the National Performers Lists Change Notification Process**

**For GP practices, performers, and  
NHS England local offices**



## Introduction

The process for making changes to a performer's inclusion on the National Performers Lists involves a number of parties. The time taken to process a change varies according to type of request, and is highly dependent on the supply of accurate supporting information from practices, performers and NHS England local offices.

Based on feedback from practices, we have created this guide to the various types of change notifications and the supporting information required from each party.

**Please note: Primary Care Support England (PCSE) is unable to start processing a request until all the required documentation outlined in this guide is received.**



[Click here if you are moving to a different NHS England team](#)



[Click here if you want to make a change to your circumstance or status, including:](#)

- [Change of name](#)
- [Change of address](#)
- [Transfer of practice within same locality](#)
- [Change of status](#)

## Movement to a different NHS England team

### Step one – change notification form

If a performer moves between NHS England local offices, they will need to fully complete and return the *NPL2 change notification form* which can be downloaded from <https://www.england.nhs.uk/joint/>

**Please note:** If the movement also includes a change of practice and/or status, the performer will not need to complete an *NPL3 change notification form* in addition to the *NPL2 form*.

#### Information needed and from whom:

- NPL2 change notification form from performer

### Step two – submitting the change notification form

The performer should email the completed *NPL2 change notification form* to PCSE at [pcse.enquiries@nhs.net](mailto:pcse.enquiries@nhs.net), putting NPL 2 in the email subject line.

### Step three (for salaried GPs and GP Partners only) – additional information required from third parties

Once PCSE has received the completed NPL2 change notification form, they will:

- Email a *practice notification form* to the performer's current (leaving) practice for them to complete and return.
- Email a *practice notification form* to the new (joining) practice for them to complete and return.
- Email a *declaration form* to the performer's current NHS England local office for them to complete and return.
- Where the movement affects a practice's contract (i.e. results in a contract variation), PCSE will also request on e-mail that the current and new NHS England local office confirms they are content for the change to go ahead.

#### Information needed and from whom:

- Practice notification form from both current and new practice
- Completed declaration form from current NHS England local office
- Contract variation – email confirmation from both current and new NHS England local office that they are content for the change to go ahead (where applicable)

## Change of circumstance or status (change of name, address, transfer of practice within same locality or change of status)

### Step one – change notification form

To change a performer's name, address, status or practice they will need to complete and return the *NPL3 change notification form* which can be downloaded at: <https://www.england.nhs.uk/joint/>

#### Information needed and from whom:

- NPL3 change notification form from performer

### Step two – submitting the change notification form

The performer should email the completed *NPL3 change notification form* to PCSE at [pcse.enquiries@nhs.net](mailto:pcse.enquiries@nhs.net), putting NPL 3 in the email subject line.

### Step three – additional information required for:

#### A. Transfer of practice within the same locality (salaried GP or GP Partner)

Once PCSE has received the completed NPL3 change notification form, PCSE will:

- Email a *practice notification form* to the performer's current (leaving) practice for them to complete and return.
- Email a *practice notification form* to the new (joining) practice for them to complete and return.
- Where the movement affects a practice's contract (i.e. results in a contract variation), PCSE will also request on e-mail that the NHS England local office confirms they are content for the change to go ahead.

#### Information needed and from whom:

- Practice notification form from both current and new practice
- Contract variation – email confirmation the NHS England local office that they are content for the change to go ahead (where applicable)

## B. Change of name

In addition to sending a completed NPL3 form, the performer should submit to [pcse.enquiries@nhs.net](mailto:pcse.enquiries@nhs.net) a copy of their marriage certificate / deed poll / passport or other official documentation providing proof of name change. Originals are not required and scanned or photocopies will be accepted.

### Information needed and from whom:

- Marriage certificate / deed poll / passport or other official documentation providing proof of name change from performer

## C. Change of status (GP Registrar to qualified GP)

In addition to a completed NPL3 form, the performer should submit the following to [pcse.enquiries@nhs.net](mailto:pcse.enquiries@nhs.net):

- A certificate of completion of training (CCT) **or** vocational training certificate
- An Annual Review of Competence Progression (ARCP) **or** letter of clinical reference from their trainer.

Once PCSE has received the completed NPL3 change notification form and supporting information above, PCSE will:

- Email a *practice notification form* to the new (joining) practice for them to complete and return.

### Information needed and from whom:

- Certificate of completion of training (CCT) **or** vocational training certificate from the performer
- An Annual Review of Competence Progression (ARCP) **or** letter of clinical reference from the performer
- Practice notification form from new practice

## D. Change of status (Partner to salaried GP, Partner to Locum, salaried GP to Partner or salaried GP to Locum)

Once PCSE has received the completed NPL3 change notification form, PCSE will:

- Email a *practice notification form* to the performer's current (leaving) practice for them to complete and return.

- Where the movement affects a practice's contract (i.e. results in a contract variation), PCSE will also request on e-mail that the current NHS England local office confirms they are content for the change to go ahead.

#### **Information needed and from whom:**

- Practice notification form from current practice
- Contract variation – email confirmation from current NHS England local office that they are content for the change to go ahead (where applicable)

#### **E. Change of status (Locum to Partner or Locum to salaried GP)**

Once PCSE has received the completed NPL3 change notification form, PCSE will:

- Email a *practice notification form* to the performer's new (joining) practice for them to complete and return.
- Where the movement affects a practice's contract (i.e. results in a contract variation), PCSE will also request on e-mail that the NHS England local office confirms they are content for the change to go ahead.

#### **Information needed and from whom:**

- Practice notification form from new practice
- Contract variation – email confirmation from NHS England local office that they are content for the change to go ahead (where applicable)

#### **F. Resignation or retirement (Partner or salaried GP)**

Once PCSE has received the completed NPL3 change notification form, PCSE will:

- Email a *practice notification form* to the performer's current (leaving) practice for them to complete and return.
- Where the movement affects a practice's contract (i.e. results in a contract variation), PCSE will also request on e-mail that the NHS England local office confirms they are content for the change to go ahead.

#### **Information needed and from whom:**

- Practice notification form from current practice
- Contract variation – email confirmation from NHS England local office that they are content for the change to go ahead (where applicable)